

Equal Opportunity Employer

Date Received _____

WASHINGTON VOCATIONAL SERVICES

In WA: 111 SE Everett Mall Way C-100 Everett, WA 98208

Email: Jeanne Lyon jlyon@wvs.org

www.wvs.org

Applicant Name:

Date:

APPLICATION FOR EMPLOYMENT

We appreciate your interest in Washington Vocational Services. Please complete the attached application. The information you provide will assist us in evaluating your qualifications for possible employment.

Washington Vocational Services was established in 1976 as a non-profit corporation organized so that all people will be recognized for their abilities and contributions in the workplace and community.

Washington Vocational Services is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Mission

We are dedicated to providing outstanding quality services that result in successful community involvement and employment.

Please notify our receptionist if you need any accommodation or assistance with any part of the application process.

ALTERNATE FORMAT AVAILABLE UPON REQUEST

PLEASE COMPLETE THE ENTIRE APPLICATION (DO NOT SAY "SEE RESUME")

1. GENERAL INFORMATION

Last Name:	First Name:	Middle Initial:	
Address	City	state	zip
Telephone number (include area code)			
Home:	Work:	Cell:	
Email			
Other names used on previous employment/educational records:			
Do you have any relatives/friends employed by Washington Vocational Services? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, name/location/relationship:			
Have you ever been employed by Washington Vocational Services before? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, dates/location:			
Are you over the age of 18? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If employed, can you provide proof of identity and authorization to work in the United States (per the Immigration Reform and Control Act of 1986) Yes <input type="checkbox"/> No <input type="checkbox"/>			
If hired, are you willing to submit to and pass a controlled substance abuse test? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> (note: conviction may not disqualify an applicant for employment)			
If yes, please explain:			

2. SOURCE OF RECRUITING/REFERRAL How did you hear about this position?

<input type="checkbox"/> WorkSource	<input type="checkbox"/> Monster
<input type="checkbox"/> Craig's List	<input type="checkbox"/> Employee Referral
<input type="checkbox"/> Indeed	<input type="checkbox"/> Other (please specify) _____

3. POSITION DESIRED

<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> On-Call
Title of Position Applying for: _____	Date Available: _____	
Salary expected: \$ _____	<input type="checkbox"/> hourly	<input type="checkbox"/> annually
State your specific qualifications for the position:		

If required, Can you provide proof of a valid driver's license? Yes No

Have you seen a copy of the Job Description? Yes No

If yes, are you able to perform the essential functions of the job, with or without accommodations? Yes No

4. EDUCATION

List all degrees you have received. **List your Highest degree first**
(include any special training, apprenticeships, vocation, military training or business schools)

Name of School	Location (City and state)	Type: College/university vocational/military	Number of years Completed	Course of Study	Degree, Diploma or Certificate

5. SCHOLASTIC AND PROFESSIONAL HONORS:

exclude those which may indicate the race, color, religion, or national origin of its members
Indicate Award(s), Publications, and Fellowships (type or name)

6. JOB SKILLS check all that apply and list specifics below.

- | | |
|--|--|
| <input type="checkbox"/> working knowledge of Windows based programs | <input type="checkbox"/> working knowledge of spreadsheets (i.e. Excel) |
| <input type="checkbox"/> working knowledge of data bases (i.e. Access) | <input type="checkbox"/> working knowledge of Microsoft Outlook (email) |
| <input type="checkbox"/> accounting | <input type="checkbox"/> working knowledge of Microsoft Outlook (calendar) |
| <input type="checkbox"/> bookkeeping | <input type="checkbox"/> caseload management |
| <input type="checkbox"/> 10-key by touch keystrokes per minute | <input type="checkbox"/> human resources |
| <input type="checkbox"/> leadership/management | <input type="checkbox"/> office support |
| <input type="checkbox"/> answering multi-line phones # of lines | <input type="checkbox"/> keyboard, WPM |

List other specific skills applicable to the desired position _____

7. PROFESSIONAL LICENSES OR CERTIFICATES HELD

Type _____ State _____ Type _____ State _____

8. EMPLOYMENT HISTORY

Provide a complete full time/part time employment record. Include all relevant Military and Volunteer Experience.

Start with your current or most recent employer **May we contact your present employer?** Yes No

Company name		Phone #	
From (month/year)	To (month/year)	Reason for leaving	
Street address		City, state	Zip code
Supervisor's Name/Title		Your position	
Starting wage \$		Ending wage \$	
List major duties:			

Company name		Phone #	
From (month/year)	To (month/year)	Reason for leaving	
Street address		City, state	Zip code
Supervisor's Name/Title		Your position	
Starting wage \$		Ending wage \$	
List major duties:			

Company name		Phone #	
From (month/year)	To (month/year)	Reason for leaving	
Street address		City, state	Zip code
Supervisor's Name/Title		Your position	
Starting wage \$		Ending wage \$	
List major duties:			

Of all the above positions did you like the best? _____

What did you like the most about that position? _____

Have you ever been discharged or asked to resign from any position for misconduct or unsatisfactory service?
Yes No

If yes, explain: _____

9. PROFESSIONAL REFERENCES FROM PAST 3 EMPLOYERS

Name	Relationship (supervisor, colleague, etc.)
Phone number	How long have you known this person?
E-Mail	
Name	Relationship (supervisor, colleague, etc.)
Phone number	How long have you known this person?
E-Mail	
Name	Relationship (supervisor, colleague, etc.)
Phone number	How long have you known this person?
E-Mail	

I declare that my answers to the questions in this application are true and complete to the best of my knowledge and belief. I understand that any false statements or omission of facts on this application or any other employment form will be sufficient reason not to hire me, and if discovered after my employment, may result in immediate dismissal at the company's sole discretion.

I authorize Washington Vocational Services to inquire with my previous employer(s) or others who may have knowledge of me, and I release all parties from any and all liability or claims from furnishing such information. I understand that WVS will be conducting criminal background checks as part of the pre-employment screening.

I understand that, if I am employed, my employment with WVS is at-will. This means that my employment with WVS is completely voluntary for an indefinite term, and that I may terminate my employment or the company may terminate my employment relationship at any time for any or no reason, with or without cause or advance notice.

If employed, I will abide by the rules, regulations and statements of policy which now exist, or which may, from time to time, be added to, modified or changed, and as circumstances warrant, at the sole discretion of WVS.

Applicant Signature

date

IMMIGRATION REFORM AND CONTROL ACT (IRC 1986)

WVS complies fully with the Immigration Reform and Control Act of 1986. Once hired, employees are required to establish their identity and eligibility to work in the United States by complete INS I-9 not later than the third day after beginning work. Failure to meet this requirement within the time specified will result in termination of employment.

EQUAL OPPORTUNITY

Washington Vocational Services is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.